

**MN Department of Human Services**  
**Office of Enterprise Architecture/Technology**  
Response to Questions from Vendors for SOW 3124  
DHS Enterprise Systems Modernization,  
Integrating Health Care Phase  
May 9, 2013

## **STATEMENT OF WORK (SOW) 3124 ADDENDUM**

**Addendum No.:** One

**Date of Addendum:** May 9, 2013

**Due Date, Time:** May 16, 2013, 4:30 p.m. Central Time

**Project Title:** DHS Enterprise Systems Modernization, Integrating Health Care Phase

### **SCOPE OF ADDENDUM**

The purpose of this addendum is to answer questions received from potential Responders.

### **Questions and Answers**

1. RFP from DHS states that a candidate must possess a Curam Developer Cert, CCD but would a Curam Certified Professional (CCP) work as well?

Answer: DHS does not consider a CCD interchangeable with a CCP. However, CCD is listed as a Desired Skill, not a required skill. Please see scoring of desired skills in the SOW Evaluation Process section.

2. If resource is located out of state, can a Skype Interview replace in-person?

Answer: DHS plans to conduct phone interviews, not Skype or in-person, and is happy to conduct them with resources that are located out of state.

3. In the evaluation process section you have a table that vendors are encouraged to use. We generally use another format. Is this acceptable? Can DHS provide this table in a Word doc for vendors?

Answer: The utilization of the included table is optional, responders may use other formats. As an optional table, DHS will not provide a WORD file for vendors.

4. Under "Required Skills and Experience" of this SOW, it lists the following requirement – "1 years Human Services experience in one or more program

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areas.” Please confirm that a submitted resource that doesn’t meet this requirement, but meets all other requirements will be graded as “Fail”?

Answer: Yes, proposed resources must possess all of the required experience to pass.

5. Please confirm how many references MnDHS requires vendors submit for each resource?

Answer: There is not a required number of references but three is usual.

6. Will selected vendor resource(s) be required to perform off-hours, on-call support work?

Answer: No.

7. Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract?

Answer: Yes, the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract.

8. Does MnDHS have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions?

Answer: DHS has enhanced funding for the modernization project, including these positions, and cost will be a significant factor in evaluating proposals. Please see “SOW Evaluation Process” on page 6 of the SOW for more information.

9. Please confirm the DHS worksite address which the selected resource will be working at?

Answer: The resources will work at the Elmer Andersen Building, 540 Cedar Street and/or at the 444 Lafayette Building, 444 Lafayette Road. Both locations are in Saint Paul, Minnesota. There is an inter-building shuttle running from approximately 6:00a.m. until 5:15 p.m. Monday through Friday that the selected resources may utilize.

10. Please confirm DHS will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.

Answer: Correct, DHS will provide selected resources with work space and all necessary hardware/software and computers to perform the responsibilities outlined in this SOW.

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11. What is the anticipated daily work schedule for selected vendor resource(s)?

Answer: Please see the Project Environment (State Resources) for information about the DHS core work hours. Please also see SOW Evaluation Process, and Response Requirements sections of the published SOW for additional requirements around vendor work time approach.

12. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDHS approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?

Answer: The selected vendor will be paid on an hourly basis for services provided under this contract.

13. Is there any travel expected for selected vendor resources?

Answer: The majority of the work will be performed at DHS and MN.IT offices in St Paul, MN. Infrequent travel within the metro area may be required on a very limited basis. DHS will arrange travel to any locations outside of the metro area that may be required, although such travel, if required at all, is expected to be very infrequent.

14. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?

Answer: Refer to the "Business Need" section on page 3 for an explanation of the Health Insurance Exchange implementation of Curam that is currently underway. Also see the "Project Environment" section starting on page 4 for a description of state and contracted resources already involved in the project.

15. Please confirm that it is DHS's expectation that vendors provide an hourly rate for each submitted resource in the cover letter of vendor proposal?

Answer: No, cost information for each proposed resource should only be in the cost proposal. See Proposal Submission Instructions on page 8 of the published SOW.